

Columbia County

Internship

Application

Packet





Internship Program Application

REQUIREMENTS

1. All qualified applicants will be considered regardless of race, color, religion, national origin, gender, age, disability, or marital status.
2. Applicants must be students currently enrolled in a degree-granting program of study at an accredited U.S. institution of higher learning at the undergraduate or graduate levels. These include universities, colleges, junior colleges, and community colleges.
3. Undergraduate applicants must be students who will be juniors or seniors before the internship.
4. Students currently enrolled in a degree-granting program at the graduate level at an accredited institution of higher learning may apply.
5. All students must maintain a GPA of 3.0 or better to be considered. If necessary, the student may be asked to provide school transcripts verifying GPA.
6. All internships will last for no more than one semester. If additional hours will be needed for completion of a project the intern must receive approval from the Division Director, the Department Head, and Human Resources.
7. One reference from a department chair, professor or advisor is preferred, but not required.
8. Former interns may not apply.



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Directions: Please review and complete the entire application, typing or printing neatly in the space provided, and submit it, along with a current copy of your resume, to the address indicated.

APPLICANT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ E-mail: _____

SCHOOL INFORMATION

School Semester: ☐ Fall ☐ Spring ☐ Summer Year: _____

GPA: _____

Will you be receiving credit for this internship? ☐ No ☐ Yes (if yes, please continue below)

Name of the institution granting credit: _____

Number of credits to be granted: _____ Number of required hours: _____

Class Standing: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate ☐ Other _____

Major: _____ Minor: _____

Name of Internship/Academic Advisor: _____

Title: _____ Signature: _____

AVAILABILITY

Start date: ____/____/____ End date: ____/____/____

How many hours are you available per week? _____

Indicate your availability for each of the following days.

	Monday	Tuesday	Wednesday	Thursday	Friday
From					
To					



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PROFESSIONAL & ACADEMIC INTERESTS

Please rank the top three areas in which you would prefer to work at Columbia County, with number one being your top choice. Refer to the "Department Descriptions" section for summaries. Every effort is made to accommodate preferences; however, you may be considered by any Columbia County Department.

1. _____

2. _____

3. _____

In the space provided below, indicate any specific areas of professional, academic, or personal interest you would like to pursue during the course of your internship.

CONTACT INFORMATION

Please send your completed application and a current copy of your resume to the address below. If you have any questions, feel free to contact the program office at the number listed below.

**Human Resources
630 Ronald Reagan Drive
P.O. Box 498
Evans, GA 30809**

General Information: (706) 868-3300



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Department Descriptions

Animal Care & Control

This department is responsible for all animal control operations, including nuisance complaints, animal cruelty investigations, animal attacks, handling of rabid/dead/injured animals, and the animal adoption program for Columbia County.

Board of Elections

Established to serve the public and register all eligible citizens to vote and assign voters to respective precincts in accordance with state and federal laws in order to conduct fair and impartial elections. They also answer questions regarding elected officials and election districts, election statistics, and other registration and election related matters.

Building and Commercial Services

This department is committed to serving and protecting the public with the enforcement of building codes that safeguard the public health, safety, and general welfare and provide the citizens and builders with competent, consistent, courteous and timely inspection services.

Clerk of Court

The Clerk of Superior and Juvenile Courts office is responsible for: filing and recording all documents related to Columbia County real estate, divorce cases, adoptions, name changes, child support, and change of custody. They are also responsible for filing and processing all Juvenile, felony, and misdemeanor cases.

Community Centers

Community Centers Department is responsible for promoting, selling, booking, and executing all events within the departmental facilities which includes, Savannah Rapids Pavilion, the Canal Headgates Area, the Performing Arts Center and Amphitheater. The department maintains each of these facilities and handles administration of staff and all accounting procedures.

Coroner

The Coroner's Office provides a medical/legal investigation for any reported death in Columbia County in determining the cause and manner of death. They work closely with the Sheriff's Office and the Grovetown and Harlem Police Departments.

County Extension/4H

The Cooperative Extension Service meets people's needs by providing educational seminars in agriculture, the environment, families, and 4-H/youth; free publications to the public, and a resource for answering questions in these fields.

Customer Service & Information Center/3-1-1

The Customer Service Center provides general information requests for internal and external customers. Some of the types of customer service requests that are received include, illegal dumping, emergency information, and animal control.

Emergency Management Agency (EMA)

The department's primary responsibilities are to develop and maintain emergency plans, conduct disaster training exercises for all agencies, provide emergency public information, provide awareness and education programs, coordinate area emergency service agencies, and coordinate community warning systems.

Engineering Services

Engineering Services is responsible for reviewing/approving all subdivision development plans and commercial site plans. They provide inspection services for all subdivision and commercial development and handle Flood Plain Management.

Facility Maintenance

The maintenance department is responsible for the general upkeep and repairs of over fifty county buildings and facilities. This department oversees the exterminating, security, elevator, and janitorial contractors, as well as, implementing energy conservation measures.

Facility Services

The department plans and manages construction on new public buildings, recreation projects and renovations of existing facilities using funds provided by SPLOST, Bonds, Grants, Capital, or Donated Funds.

Financial Services Division

The Financial Services Division is responsible for collecting, monitoring, analyzing, and presenting financial data including capital projects, grants, and other general ledger activities. Other responsibilities include developing and monitoring the annual budget, preparing the Comprehensive Annual Financial Report, investment of cash resources, and processing payroll.

Fleet Management

Columbia County Central Shop was established to provide professional, cost-effective fleet maintenance and repair to all County-owned vehicles. They provide all major and minor repairs to some 500 units ranging in size from a push lawnmower to the largest piece of earthmoving equipment and everything in-between.



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Forestry Services

The responsibilities of the Forestry Unit include assistance with wildfire protection, offer fire prevention activities, issue burning permits, provide seedlings, and technical advice with forest protection, reforestation, and management.

Geographic Information Systems (GIS)

GIS can be used for Property Boundary inventory and maintenance, Natural Resources, Emergency Preparedness, Crime Analysis, inventory and networking of public works infrastructure, and in developing land-use plans for local governments.

Human Resources

The Human Resources Department is responsible for administration of employee benefits, employee relations, classification and compensation, training and development, grievance and appeals, internal and external customer satisfaction.

Information Technology (IT)

IT provides technology integration and support services. These service teams include Technical Support, Business Solutions and Data Management, Communications and Business Administration. IT support staff places a major emphasis on departments that have direct interaction with the public.

Libraries

The libraries provide books, periodicals, books-on-tape, videos, CDs, online databases, internet access, public-access computers, programs for adults and children, book discussions, and references services.

Magistrate Court

The Magistrate Court is responsible for matters that are both criminal and civil in nature. The office is made up of the Magistrate Court Clerk's Office, the Magistrate Judges and the Constable's Office.

Planning & Development

The Planning and Development Services Division is responsible for maintaining and implementing the Growth Management Plan, for review of development site plans, for administering the zoning and subdivision regulations, and for certain elements of the geographic information system.

Probate Court

The Probate Court is responsible for the probating or proving of all wills of Columbia County residents and some criminal jurisdiction. It is a court of record, so all documents filed here must be recorded in minute books and kept permanently available to the public. Probate Court is divided into the following three divisions: Civil, Vital Records, and Criminal Divisions.

Procurement

Procurement is responsible for overseeing the automated purchasing system, contract management, writing specifications, and all bids and request for proposals. The Procurement Department is also responsible for the receipt, storage and retrieval of County record retention files, and the day-to-day operations of delivering mail and supplies to County departments.

Recreation Department

A fast growing, energetic, customer service oriented department establishing and overseeing programs, activities, events and facilities for the enjoyment of the citizens of Columbia County.

Risk Management

The Risk Management Department is responsible for participation in the insurance pool for Property and Liability coverage as well as oversight of any related claims. Risk Management is also actively seeking to provide safety training and loss prevention programs to all county divisions.

Roads and Bridges

Activities for the Roads and Bridges Department include: perform right-of-way, road, and pavement maintenance; provide for maintenance of dirt roads, storm drainage, signs and traffic control devices; and emergency or extraordinary repairs and clean-up of roadway, roadsides, and structures due to storms, floods, and other disasters.

Senior Center

This department offers home-delivered meal programs as well as meals at the center itself. The center serves as a distribution point for the Columbia County Brown Bag program. They also provide enrichment activities, off campus excursions, and transportation.

Sheriff's Office

The goal of this agency is to deliver law enforcement services in the highest professional manner possible. To that end, we utilize the concept of community policing which keeps citizens involved and maintains open communication to assist us in keeping criminals off the streets.

Soil & Water Conservation

The Columbia County Soil and Water Conservation District works with natural resources providing consultative assistance in dealing with soil and water problems. Service is available to private individuals, contractors, public officials, clubs and groups or agencies needing technical guidance in solving soil and water conservation problems.



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Solid Waste

Leadership and assistance Columbia County's sustainable growth, through recovery, reduction, recycling and disposal of residential, commercial, construction and industrial solid waste without compromising quality of land, water, and air resources.

Tax Assessor

The Tax Assessor's Office maintains records of all properties (real and personal) within the county, including, but not limited to the current property owner and fair market value. The Board of Tax Assessors directs a staff of appraisers to obtain and review all characteristics of each property within the county to insure the accuracy of the property record.

Tax Commissioner

The Tax Commissioner is responsible for billing, collecting, and disbursing all monies levied as taxes for the County, School System, Cities of Harlem and Grovetown and the State of Georgia.

Traffic Engineering

The Traffic Engineering Department is responsible for reviewing requests for traffic signing, marking, and signals and the associated management programs. They also develop traffic control device improvements.

Water Utility

Columbia County offers a full range of services for drinking water, wastewater treatment, and storm water control.